



Safeguarding and the recruitment process at The Castle School

Every child has the right to be safe and safeguarding of children is the fundamental duty of all schools. As such, we want to ensure that we only appoint people who are safe working with children. Our recruitment process is very rigorous in this regard and we will utilise all evidence and information to ensure that we appoint the right people. Here is the process that all candidates will go through in order to ensure that safeguarding of our children at school is the number one priority:

- All job adverts will carry a very clear statement on safeguarding as follows:

The Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- We will only accept applications on West Berkshire application forms.
- We will not accept CVs.
- We will not accept open references.
- We will scrutinise all applications against the person specification and we will ask detailed questions at interview if we have any queries or if there are any gaps in employment that are not explained.
- All references will be sought prior to interview and these will be scrutinised in detail. We will always contact the referees to ensure that they are legitimate.
- Any concerns or queries we have around applications will be discussed at interview.
- All qualifications will be checked prior to any appointment.
- All appointments will be conditional and subject to an enhanced DBS (Disclosure and Barring Service) check

After appointment we will plan a clear induction, which will include detailed information on safeguarding to ensure you are fully aware of the reporting procedures for any concerns and to whom these concerns should be directed towards.

I am sure that you value the safety of children as much as we do and will understand why we go to great lengths to continue to ensure that everyone working with our students does so safely and with the best interests of the child at heart.